

85-0155

15 January 1985

DD/A REGISTRY

45-3

MEMORANDUM FOR: Comptroller
VIA: Deputy Director for Administration
FROM: Daniel C. King
Director of Logistics
SUBJECT: Draft Headquarters Notice on Procurement
Deadlines for FY-1985

1. In accordance with your verbal request, forwarded herewith is a draft Headquarters Notice regarding procurement deadlines for FY-1985. The basic intent regarding these deadlines is to provide for a more orderly obligation of resources in the last quarter of the fiscal year so that the Agency has a much clearer picture of where it stands as the end of the fiscal year approaches. In addition, I believe that this schedule of procurement deadlines will permit us to obligate monies in a more expeditious and effective manner resulting in a better utilization of resources.

2. It should be noted that for the first time in my memory, we have stated that the deadlines also apply to the decentralized contracting teams. It also should be noted that we have established deadlines in the last month of the fiscal year for those categories of procurement actions which can be processed with relative ease, requiring little or no price or cost analysis efforts.

3. Please let me know if you would like additional information on this subject.

Daniel C. King

Attachment:
As stated

cc: C/PD/OL
C/SD/OL
C/PMS/OL

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